



**Transportation  
Security  
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION  
Property Management Division**

**TSA MANAGEMENT DIRECTIVE No. 200.53  
MOTOR VEHICLE FLEET MANAGEMENT**

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This directive supersedes TSA MD 200.53, *Motor Vehicle Fleet Management*, dated November 24<sup>th</sup>, 2014.

**SUMMARY OF CHANGES:** Section 5, Responsibilities, added training requirements, General Services Administration (GSA) Customer Service Representative awareness requirements, GSA Mileage Express requirements and moved specific Home to Work procedures to the Fleet Management Guide. Section 6, Policy, added the Office of Professional Responsibility's Table of Offenses and Penalties referencing misuse of government vehicles as well as other administrative changes.

- 1. PURPOSE:** This directive provides TSA policy and procedures for the use and control of TSA-owned or leased motor vehicles.
- 2. SCOPE:** This directive applies to all TSA offices, organizations, employees, and contractors.
- 3. AUTHORITIES:**
  - A. 5 CFR § 102-5, Home-to-Work Transportation
  - B. 41 CFR § 102-34, Motor Vehicle Management
  - C. 18 U.S.C. § 641, Embezzlement and Theft of Public Money, Property, or Records
  - D. 31 U.S.C. § 1344, Passenger Carrier Use
  - E. 31 U.S.C. § 1349, Adverse Personnel Actions
  - F. 31 U.S.C. § 3512, Executive Agency Accounting and Other Financial Management Reports and Plans
  - G. 40 U.S.C. Chapter 20, Sections 901-913, Federal Motor Vehicle Expenditure Control
  - H. 42 U.S.C. 6962, Federal Procurement
  - I. [DHS Directive 112-05, Home-to-Work Transportation Programs](#)
  - J. [DHS Directive 118-01, Motor Vehicle Fleet Management Program](#)
  - K. [DHS MD 11015, Emergency Signaling Devices in DHS Vehicles](#)
  - L. Energy Independence and Security Act of 2007 (EISA 141), P.L. 110-140

- M. Energy Policy Act (EPAAct), P.L. 102-486
- N. E.O. 13043, Increasing Seat Belt Use in the United States
- O. E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- P. E.O. 13513, Federal Leadership on Reducing Text Messaging While Driving
- Q. FAR 45.304, Providing Government Property to Contractors
- R. Federal Employees Clean Air Incentives Act, P.L. 103-172
- S. Transportation Equity Act for the 21st Century, P.L. 105-78
- T. [TSA MD 200.16, Taxable Transportation Fringe Benefits](#)
- U. [TSA MD 200.57 Personal Property Management](#)
- V. [TSA MD 200.59, Home-to-Work Transportation](#)
- W. [TSA MD 2400.5, Occupational Safety and Health Program](#)
- X. [Personal Property Management Manual](#)

**4. DEFINITIONS:** See the [Fleet Management Guide](#).

**5. RESPONSIBILITIES:**

A. Property Management Division's (PMD) Fleet and Transportation Services Branch is responsible for:

- (1) Providing oversight responsibility for management of the acquisition, allocation, use of, and reporting for all TSA vehicles, including law enforcement vehicles.
- (2) Developing and implementing internal policies and directives regarding TSA's acquisition, assignment, use, maintenance, reporting, and disposition of its motor vehicles.
- (3) Adhering to the motor vehicle management principles, laws, regulations, directives, and other guidance, particularly ensuring compliance with the limitations on vehicle purchases and replacement standards.
- (4) Issuing additional guidance relating to motor vehicle management in the form of Fleet Management Standard Operating Procedures (SOP) and/or a Motor Vehicle Management Handbook.
- (5) Adhering to the motor vehicle management principles, laws, regulations, directives, and other guidance, particularly ensuring compliance with the limitations on vehicle purchases and replacement standards.

- (6) Performing annual fleet utilization reviews and ensuring motor vehicle assignments are consistent with mission requirements and utilization standards.
  - (7) Serving as TSA's representative to the Office of Management and Budget (OMB), DHS, GSA, and other agencies on motor vehicle matters.
  - (8) Managing the vehicle motor pool program for Headquarters (HQ) offices.
  - (9) Acting as the central point of contact for all vehicle matters such as TSA's annual fleet budget, accident program management, and vehicle acquisitions and disposals.
  - (10) Ensuring that the defensive driving courses (such as the Defensive Driving Course (DDC) and the TSA Online Learning Center (OLC) course) are available to all TSA employees who are required to operate Government vehicles as part of their official duties.
  - (11) Creating and maintaining initial and recurrent training classes.
- B. TSA offices are responsible for working with Fleet and Transportation Services to determine, based upon operational need and staffing levels, the types and number of vehicles to be deployed to field locations. TSA Offices may not procure vehicles, regardless of funding source, unless vehicles are pre-approved by the Fleet and Transportation Services.
- C. TSA Field Locations are responsible for:
- (1) Ensuring that a Fleet Program Manager has designated a Vehicle Custodian (VC) for their location utilizing the [TSA Form 215, Property Management and Fleet and Transportation Collateral Duty Appointment Form](#). The Program Manager, or their designee, is responsible for day-to-day operation of their fleet.
  - (2) Ensuring that the Fleet Program Manager is aware of the HQ Fleet and Transportation Branch Customer Representative for their location by submitting the [TSA Form 215 Property, Management and Fleet and Transportation Collateral Duty Appointment Form](#) to the Fleet and Transportation email address.
  - (3) Ensuring that the Fleet Program Manager is aware of the GSA Customer Service Representative for their location.
  - (4) Ensuring Government vehicles are NOT used for home-to-work purposes, unless expressly authorized by DHS and approved by TSA in writing using [TSA Form 282, Home-to-Work Transportation Certification](#).
  - (5) Ensuring that the office operates and maintains only the minimum number, and appropriate types, of vehicles necessary to meet mission requirements.
  - (6) Ensuring that their location complies with environmental and energy requirements to the maximum extent possible.
  - (7) Ensuring that all operators of Government vehicles possess a valid state operator's license for the class of vehicle being driven. Offices have authority to request visual verification of a

valid license at their discretion. All employees whose duties involve the operation of motor vehicles must inform their supervisor of any suspension, restriction, or revocation of their state license.

- (8) Establishing and maintaining an effective utilization program that ensures efficient and economical use of motor vehicles consistent with the utilization policies and restrictions described herein.
- (9) Reporting mileage, on at least a quarterly basis, in Sunflower Assets for each vehicle assigned to them.
- (10) Ensuring that each leased vehicle has their mileage verified in GSA's Mileage Express program.
- (11) Ensuring that all owned vehicle transactions in the [JP Morgan Chase Payment.net](#) system are reviewed monthly.
- (12) Executing vehicle transfer or disposal action after obtaining approval from the Fleet and Transportation Services.
- (13) Conducting a monthly review of vehicle utilization and annual certification of usage, to include mileage, days used, hours used, trips per day, and purpose for which the vehicle is used. Special care should be taken to ensure home-to-work usage is approved and information is accurately reported. This usage should be recorded on [TSA Form 209, Motor Vehicle Utilization Record](#).
- (14) Responding to reporting requirements from Fleet and Transportation Services.
- (15) Maintaining a current record of assigned license plates and records of lost or stolen license plates.
- (16) Ensuring that all employees entrusted with the use of Government vehicles are aware of their responsibility for the proper care, operation, use, maintenance, and protection of the vehicles. [TSA Form 212, Preventative Maintenance Schedule](#), should be used for the maintenance of TSA owned vehicles. GSA leased vehicle maintenance should be in accordance with GSA requirements.
- (17) Establishing controls over fleet credit cards to avoid loss and to prevent unauthorized charges from being incurred.
- (18) Certifying that fleet credit card records are kept in accordance with GSA and TSA guidance for leased and owned vehicles, and ensuring cards are used in the performance of official government business.
- (19) Reporting accidents, regardless of damage incurred, to the employee's supervisor immediately. In addition:
  - (a) For leased vehicles, notification must also be made to the GSA Accident Management Center within 24 hours of the incident.

(b) Notification must also be made to TSA HQ Fleet and Transportation Services within two weeks of the incident (unless personal injury is involved) for all accidents involving Government owned or leased vehicles. In an instance of personal injury, notification should be made within 48 hours of the incident.

- (20) Ensuring that all Federal employees who are required to operate Government vehicles as part of their official duties are aware that the DDC is available to them.
- (21) Maintaining motor vehicle records, including [TSA Form 209, \*Motor Vehicle Utilization Record\*](#), for inventory, cost reporting, usage, maintenance, accidents, and repairs.
- (22) Ensuring each vehicle is equipped with appropriate emergency items (See [Fleet and Transportation Services iShare page](#) )
- (23) Ensuring operators use alternative fuel in Alternate Fuel Vehicles (AFV) to the maximum extent possible.
- (24) Ensuring that, on at least a quarterly basis, each vehicle is inspected to ensure the operability of all required vehicle equipment.
- (25) Ensuring that when Government leased vehicles are being assigned or terminated by GSA, copies of GSA issued documentation are forwarded to Fleet and Transportation Services.

D. TSA employees are responsible for:

- (1) Obtaining approval from their supervisor prior to using a Government vehicle.
- (2) Adhering to all motor vehicle management principles, laws, regulations, directives and other guidance, including ensuring compliance with limitations on the use of vehicles.
- (3) Wearing seat belts while traveling in a Government vehicle.
- (4) Having a valid state issued driver's license before requesting the use of a GOV.

E. Vehicle Operators (Drivers) are responsible for:

- (1) Ensuring that there is no smoking, use of alcohol, and or use of illegal substances while operating Government vehicles.
- (2) Operating vehicles in accordance with Federal, State, and airport regulations, as well as local traffic safety laws and regulations.
- (3) Obeying all speed limits.
- (4) Ensuring ALL vehicle occupants use seat belts when the vehicle is in motion.
- (5) Performing a safety check prior to operating a vehicle and reporting motor vehicles that are in unsafe operating condition.

(6) Ensuring license plates are affixed to the vehicle and that an accident kit is in the vehicle.

(7) Reporting daily use and maintenance of Government Vehicles on TSA Form 209 Motor Vehicle Utilization Record.

**NOTE:** A trip is recognized as from the point of origin to the final destination. Each trip must be added as a separate line item on [TSA Form 209, Motor Vehicle Utilization Record](#).

(8) Ensuring the vehicle is not operated more than five and a half hours consecutively. There must be a rest period of no less than 30 minutes, either in one period or in two periods of 15 minutes each.

(9) Ensuring that alternative fuel is used to the maximum extent possible in AFVs and only unleaded regular (vs. premium) gasoline is used for gasoline vehicles.

(10) Ensuring that keys and credit cards and any credit card receipts are properly secured and that the vehicle is locked when unoccupied.

(11) Reporting vehicle malfunctions to the employee's VC.

(12) Reporting vehicle parking/moving violations and resolving citations in accordance with the requirement of the issuing jurisdiction. In addition, the employee must furnish proof of settlement (payment/ adjudication/dismissal) to his/her supervisor.

(13) Using Government vehicles for official purposes, excluding minor personal use as defined in 41 CFR § 102-34, Motor Vehicle Management.

(14) Reporting all accidents and or vehicle damage.

## **6. POLICY:**

### **A. Authorized Use of Government Motor Vehicles:**

(1) Vehicles assigned to TSA (whether purchased or leased) are intended for official business. TSA motor vehicles are not provided for the convenience of TSA employees. A Government vehicle should only be used as follows:

(a) When it is the least costly method of transportation available (considering the value of employee time and actual transportation costs).

(b) When no other practical method of transportation is available considering the mission to be performed, the location, and any equipment needed to be transported to support the mission.

(2) Common carriers (e.g., air, rail, and bus) shall be used in lieu of transportation by motor vehicle, unless the use of the motor vehicle is more economical and practicable, and in the Government's interest, such as:

- (a) The employee's itinerary requires a number of stops and the scheduled arrival and departure of public transportation does not coincide with the timetable of the itinerary resulting in undue loss of Government time.
  - (b) It is necessary to transport a considerable amount of equipment with the employee.
  - (c) The nature of the employee's work necessitates the use of transportation at a time of day or week when it would be highly impracticable to use public transportation.
  - (d) The officers and employees are continually engaged in law enforcement work affecting public health and welfare, and the use of a common carrier is impracticable and not in the best interest of the Government.
- (3) Each TSA employee is responsible for providing his or her own transportation to the work place. Transporting an employee between home and work is not an official use of a Government vehicle, unless specifically approved by DHS. For further information, please reference [TSA MD 200.59, Home-to-Work Transportation](#).
- (4) Any officer or employee who willfully uses or authorizes the use of a vehicle for other than official business is subject to the [Office of Professional Responsibilities Table of Offenses and Penalties](#).
- B. Transporting Personnel of Other Federal Agencies: Transportation of personnel from other Federal agencies in a TSA vehicle is authorized when it is in the interest of the Government and does not interfere with accomplishment of the TSA employee's primary business.
- C. The lending of TSA owned government vehicles to other government agencies is not authorized.
- D. Transportation of Family Members and Others: A TSA employee shall not transport members of his/her family or other persons not conducting Official Government Business in a Government vehicle, **except** when:
- (1) Prior approval is obtained in writing from a Senior Management Official.
  - (2) In conjunction with the aforementioned approval, and when annotated on the travel order, the employee may transport family members in certain situations. An employee, who has the use of a Government vehicle to perform specific official duties (such as a field investigator or traveling auditor), and whose duties result in an extended detail to another region or location, or frequent change in duty post, may transport dependents at the time the detail or change of duty post is accomplished as long as transporting the dependent does not cause additional cost for the Government or cause the employee to deviate from his/her official itinerary.
- E. Use of Government Vehicles Between Duty Station and Public Carrier Terminals and Between Public Carrier Terminals and Temporary Domicile or Temporary Duty Station:
- (1) Government vehicles may be used by employees in travel status for transportation between their duty station and rail, air, bus, or boat terminals; and between the terminal and place of temporary employment or temporary domicile if no less costly method of transportation is available.

- (2) While on a temporary duty assignment (TDY), an employee may use Government vehicles may be used for transportation between the temporary domicile and place of employment, to obtain meals, or to obtain services required for the wellbeing of the employee, (e.g., laundry, dry cleaning, drug store, etc.).

F. Use of Government Vehicles between Residence and Place of Employment: TSA employees must specifically be approved to use vehicles home-to-work based on either official travel orders or authorized by DHS. Employees are expected to provide their own transportation between residence and place of employment. Inconvenience, inability to adjust car pool arrangements, or difficulties with a personal vehicle does not justify furnishing Government transportation.

G. Vehicle Utilization:

- (1) The assignment of vehicles to individual employees is discouraged. Instead, vehicle usage should be managed to ensure maximum and equitable utilization of all vehicles except as noted below. Low use/mileage vehicles shall be rotated with high use/mileage vehicles whenever possible. At a minimum, the local Fleet Program Manager shall review Motor Vehicle Utilization records on a monthly basis.
  - (a) Vehicles that have been obtained with funding designated for a particular program (e.g., Canine, Visible Intermodal Prevention and Response (VIPR)), vehicles should be assigned for the use of that program. Use for purposes outside of the designated program must be limited. Such uses must be justified to, and approved by, both the Vehicle Custodian and the TSA Fleet Manager.
  - (b) All vehicles that are equipped with emergency signaling devices (i.e., special light and siren packages) shall be reserved for use by personnel who have completed an Emergency Vehicle Operators Course (EVOC) *and* who are either sworn law enforcement officers or have been specifically authorized by the DHS Office of Security to use such a vehicle.

**NOTE:** If a vehicle's emergency equipment may be physically disabled with a remote head, the vehicle may be put into wider use provided the activation device is stowed in the trunk, removed from the vehicle, or otherwise unavailable to the occupants during operation.

- (2) In connection with the utilization program designed to ensure efficient and economical use of motor vehicles, the local Fleet Program Manager shall consider the following utilization guidelines and leverage the use of vehicles to achieve these minimum usage goals:
  - (a) Passenger-carrying vehicles should average approximately 12,000 miles per year.
  - (b) Light trucks should average approximately 10,000 miles per year.
  - (c) Medium trucks should average approximately 7,500 miles per year.

**NOTE:** Offices should rotate low use mileage vehicles with high usage vehicles in an attempt to equalize the use of the cars assigned.



- (3) If a vehicle does not meet utilization guidelines, it may not be essential. Vehicles that consistently fail to meet utilization objectives will be transferred to an office that has a greater need for the vehicle.

**H. License Plates:**

- (1) DHS Official Government license plates shall be used for all TSA-owned vehicles.
- (2) GSA Official Government license plates shall be used for all GSA-leased vehicles.
- (3) Requests for exceptions to the use of DHS/GSA license plates must be submitted in writing to Fleet and Transportation Services. The document should clearly identify the vehicle (last 8 of VIN for owned; GSA tag for leased), a justification of need, and a statement as to possible ramifications if the request is denied.

**I. Motor Vehicle Acquisition, Replacement, and Disposal:** The acquisition of vehicles will be limited to the minimum number required to meet operational requirements. The vehicles procured will be the smallest, most economical, and fuel-efficient vehicles that meet mission needs. Acquisition of a vehicle includes purchase, lease, or transfer of any vehicle from any source. Only the Fleet and Transportation Services Branch within PMD may authorize the lease or purchase of a vehicle.

- (1) Requests for new or additional owned motor vehicles, changes in type of motor vehicles, or replacement of existing motor vehicles, must be submitted to Fleet and Transportation Services on [TSA Form 208, Request for Vehicle Reassignment](#), after securing funds/approval from their HQ program office.
- (2) Replacement of GSA leased vehicles must be reported to Fleet and Transportation Services utilizing the GSA Form 1152 or similar document. Changes in type of motor vehicles must be pre-approved by the Fleet and Transportation Services.
- (3) All vehicles will be replaced as funding permits and in accordance with the following minimum criteria:
  - (a) Sedans and Station Wagons: three (3) years or 60,000 miles, whichever occurs first.
  - (b) Light SUVs or Trucks: five (5) years or 50,000 miles, whichever occurs first.
  - (c) Medium Duty Trucks: seven (7) years or 60,000 miles, whichever occurs first.
- (4) The disposal of vehicles (GSA leased or TSA owned) shall be approved by and coordinated with Fleet and Transportation Services.

**J. Vehicle Transfers:** The transfer of vehicles between offices must be pre-approved by, and coordinated with, GSA and Fleet and Transportation Services utilizing the *DHS Form 560-3 Property Transfer Receipt*.

**K. Vehicle Maintenance Program:**

- (1) Preventative maintenance shall be performed (and maintenance records shall be maintained) on all TSA-owned vehicles in accordance with manufacturer's schedule.
- (2) Motor vehicle emissions inspection requirements shall be performed in accordance with the Clean Air Act, and implementing State regulations.
- (3) Recalls, when applicable, shall be responded to promptly.

**L. Motor Vehicle Safety Program:** Each office that has motor vehicles assigned to it shall establish and manage a Motor Vehicle Safety Program that:

- (1) Ensures that employees involved in accidents satisfactorily complete the DDC.
- (2) Ensures that operators who drive Government vehicles have valid state driver's licenses. This should be done by physical inspection of the drivers' license of each employee who operates a Government vehicle.
- (3) Ensures that drivers who have access to the "flight side" of the airport grounds comply with applicable driver training requirements as outlined in current airport operator regulations or current FAA Advisory Circular 150/5210-20, Ground Vehicle Operations on Airports.
- (4) Includes periodic guidance related to driver safety, proper use of vehicle equipment, defensive driving, required use of seat belts, and accident prevention. Periodic guidance should be documented and include the date, discussion topics, and a list of the attending employees.

**M. Parking Citations and Moving Violations:** All parking citations are the responsibility of the motor vehicle operator. Under no circumstances may Government funds be expended for parking citations and/or moving violations. All parking citations and moving violations should be reported to the employee's supervisor within 24 hours of the infraction.

**N. Modifications to Vehicles:** No physical modifications shall be performed to a motor vehicle or equipment installed without authorization from Fleet and Transportation Services.

- (1) Global Positioning System (GPS) should only be acquired when there is an actual need for the information that is provided by the system and must be in the form of a transportable unit.
- (2) Computer mounts in the driver compartment are discouraged due to concerns about driver safety in the event of an accident and the possibility of use while driving. Offices must obtain pre-approval from Fleet and Transportation Services for any computer mount in the driver area.
- (3) Emergency signaling devices (e.g. horns, whistles, bells, lights, and sirens) shall only be used when required for the safe execution of official duties. All usage must conform to DHS MD 11015 to include use *only* by individuals who have taken an EVOC *and* who are either sworn

law enforcement officers or have been specifically authorized by the DHS Office of Security to use such equipment.

- O. Motor Vehicle Records: Offices shall maintain a separate vehicle folder for each TSA-owned, GSA-leased, and commercially leased vehicle to contain inventory, cost, and operating records. When a vehicle is transferred, the vehicle record folder shall be forwarded to the receiving activity. When a vehicle is disposed of, the vehicle record folder shall be held for a period of four years, which is calculated from the date payment is received and/or there is a signed document removing the vehicle from the fleet.

P. Fleet Card Program (Owned Vehicles Only):

- (1) A fleet card is issued to a specific vehicle for the purpose of purchasing fuel, car washing, maintenance, and repairs. Each card will be identified by the last eight digits of the Vehicle Identification Number (VIN) and DHS vehicle license plate number as well as an individual account number assigned by the credit card company. The local Fleet Program Manager shall be responsible for certifying that fleet card records are kept in accordance with GSA and TSA guidance for owned vehicles and that the cards were used in the performance of official Government business.
- (2) The fleet card is to be used to purchase fuel, oil, toll passes, wiper fluid, anti-freeze, battery charges, tire repair, routine maintenance, and emergency repairs. Single purchases made on the fleet card may not exceed \$1,000 without prior approval from Fleet and Transportation Services. Under no circumstances, regardless of cost, should accident repairs be made without prior approval from Fleet and Transportation Services.
- (3) The fleet card is to be used to obtain services and supplies for official use only. Use of the fleet card for food, beverages, or other personal items is strictly prohibited. The U.S. Coast Guard Financial Center (USCG FINCEN) reviews credit card receipts and employees are financially responsible for unauthorized purchases made with the fleet card. In addition, fraudulent use of the credit card may subject the user to criminal prosecution.

Q. Wright Express Card (WEX) (Leased Vehicles Only):

- (1) A WEX card is issued to a specific leased vehicle based upon the license plate number assigned to it.
- (2) The WEX card is to be used for fuel or any maintenance under \$100.
- (3) Maintenance over \$100 or accident damage requires pre-approval from GSA Fleet Services.

R. AFVs and Energy Conservation: Federal agencies are required to reduce the use of petroleum through improvements in fleet fuel efficiency and the use of AFVs. Accordingly, vehicle operators must use alternative fuel (typically E85) for motor vehicles when alternative fuel is available within a reasonable distance. To further promote a reduction in petroleum consumption, employees should:

- (1) Use mass transit and airport shuttles whenever feasible.
- (2) Combine trips to reduce use of vehicles
- (3) Minimize idling time.

7. **PROCEDURES:** Reference PMD's [Fleet Management Guide](#).

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

December 15, 2016

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Pat A. Rose, Jr.  
Assistant Administrator  
Office of Finance and Administration  
Chief Financial and Administrative Officer

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

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